

DUTY STATEMENT
SENIOR PORTFOLIO MANAGER
REAL ESTATE INVESTMENTS
Randy Pottle

Concept of Position:

As part of the management team and under the general direction of the Senior Investment Officer (SIO), the Senior Portfolio Manager, (Real Estate) (SPM), will work closely with the Chief Investment Officer (CIO) and SIO, Real Estate. The incumbent in the position identified above will be responsible for the following duties:

- Assist the SIO in setting and managing portfolio wide acquisition allocation, disposition and leverage levels;
- Maintain knowledge of investment positions throughout the portfolio;
- Negotiate and/or undertake presentations with our partners;
- Undertake overall sector/portfolio management of designated real estate assets;
- Handle specific agreement negotiations;
- Oversee return performance of designated portfolios;
- Develop return enhancement and risk mitigation strategies and/or techniques;
- Undertake policy development and/or review;
- Oversee performance attribution analysis, as needed;
- Review, present and/or develop real estate Board agenda items;
- Oversee financial, real estate, or market analysis, when necessary, and oversee operating procedures and/or data tracking systems, as needed;
- Oversee the performance of designated portfolios, make changes when warranted;
- Interact with outside partners, as necessary; approve annual partner plans;
- Exceptions to partner agreements, when needed;
- Delegate activities and/or assignments, as appropriate;
- Interact with in-house and outside real estate counsel, consultants, CalPERS units/divisions (investment operations, investment accounting, performance unit), industry peers, and the public, as needed;
- Evaluate and recommend innovative special investment opportunities and strategies.